

BIGGS COMMUNITY HALL

280 B Street, City of Biggs (530) 868-5493, FAX (530) 868-5239

biggsar@biggs-ca.gov

APPLICATION FOR USE OF FACILITY

SECTION I – To be completed by requestor. (Use typewriter or print in ink.)

Name/Group _____ Application Date _____

Name of Representative _____ Title _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Work Phone _____ Fax _____

Email Address: _____

FACILITIES TO BE USED: ☐ Main Hall ☐ Grounds ☐ Kitchen ☐ Meeting Room

DATE(S) AND HOURS REQUESTED:

Setup: Date _____ From _____ To _____

Event: Date _____ From _____ To _____

Clean-up: Date _____ From _____ To _____

TYPE OF ACTIVITY: ☐ Wedding ☐ Reception ☐ Dinner/Luncheon/Breakfast

☐ Dance/Concert ☐ Family Reunion ☐ Baptism Celebration ☐ Bazaar/Market/Yard Sale

☐ Quinceanera ☐ Meeting ☐ Community Event ☐ Non-profit Organization

☐ Other (describe): _____

Anticipated Number Attending Event _____

Is Event Open to the Public? ☐ Yes ☐ No Serving Food and/or Beverages? ☐ Yes ☐ No

Charging Admission? ☐ Yes ☐ No Serving Alcoholic Beverages? ☐ Yes ☐ No

Accepting Donations? ☐ Yes ☐ No Selling Alcoholic Beverages? ☐ Yes ☐ No

Selling Goods to the Public? ☐ Yes ☐ No Need help on lights/electrical, etc.? ☐ Yes ☐ No

FACILITY REQUIREMENTS:

HOURS – **BUILDING:** Sunday - Thursday - Function must end by 10:00 pm with lock-up completed by 11:00 pm; Friday & Saturday: Function must end by 1:00 am with lock-up completed by 2:00 am

GROUND: Daily: Outside activities are limited to the hours between 6:00 am and 10:00 pm

SMOKING – ABSOLUTELY NO SMOKING ALLOWED INSIDE THE BIGGS COMMUNITY HALL, NOR WITHIN 20 FEET OF A MAIN EXIT, ENTRANCE OR OPERABLE WINDOW. (AB 846)

ALCOHOLIC BEVERAGES –

1. SECURITY GUARDS are REQUIRED for all groups serving alcoholic beverages.
2. Renter must provide a copy of the paid SECURITY AGREEMENT to City at least 5 working days prior to event.
3. Security guards are required ½-hour prior to event and must remain until the end of the event.
4. All alcoholic beverages served MUST REMAIN ON PREMISES.

5. NO ONE UNDER THE AGE OF 21 shall be served or allowed to consume alcoholic beverages on the premises.
6. Use of alcoholic beverages on the premises must be IN COMPLIANCE WITH THE REGULATIONS OF THE STATE OF CALIFORNIA DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL.

APPLICANT GUARANTEES THAT ALL INFORMATION PROVIDED HEREIN IS A TRUE AND CORRECT REPRESENTATION OF THE INTENDED EVENT. FALSIFICATION OF ANY DISCLOSURE FOR THE PURPOSE OF AVOIDING THE HIRING OF SECURITY PERSONNEL, MANIPULATING THE COSTS OF RENTAL FEES OR DEPOSITS OR CIRCUMVENTING ANY OF THE OTHER REQUIREMENTS OF THE LEASE SHALL RENDER THIS APPLICATION AND ANY SUBSEQUENT RENTAL AGREEMENT VOID WITH FORFEITURE OF THE RENTAL FEES AND ANY PORTION OF THE SECURITY DEPOSIT AS DEEMED NECESSARY. A \$50.00 NONREFUNDABLE APPLICATION FEE IS INCLUDED IN THE RENTAL FEES. CANCELLATIONS MUST BE MADE AT LEAST 30 DAYS PRIOR TO EVENT TO RECEIVE A FULL REFUND MINUS THE \$50.00 APPLICATION FEE.

SIGNED: _____ DATE: _____
(Must be 21 years of age or older)

*****UPON COMPLETION OF SECTION I, REMIT THIS APPLICATION BY E-MAIL, MAIL, FAX OR HAND DELIVERY TO*****

**CITY OF BIGGS
465 C STREET, P.O. BOX 307
BIGGS, CA 95917-0307
PHONE (530) 868-5493 ♦ FAX (530) 868-5239**

SECTION II – For City Use Only.

Action by The City of Biggs: _____ The Request is ☐ Approved ☐ Denied

Reason for denial: _____

Additional Comments: _____

Signature _____ Date _____
(City Administrator, Peter Carr)

SECTION III – For Office Use Only.

Application Received by _____ Date _____

Rental Fee	\$ _____	CK # _____	Receipt # _____	Date _____
Security Deposit	\$ _____	CK # _____	Receipt # _____	Date _____
Refund Approved	\$ _____	Date _____	Warrant # _____	Date _____